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Office Memorandum • UNITED STATES GOVERNMENT

TO : Assistant Director for Operations

DATE: 10 December 1957

FROM : Chief, Foreign Documents Division

SUBJECT: FDD Monthly Progress Report -- November 1957

ADMINISTRATION

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1. The number of personnel charged against ceiling as of 30 November was []

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2. Discussions were held with the Office of the Comptroller to arrange the details on a method of handling reimbursable work performed by [] for other government agencies.

3. Chief, FDD, worked with OSI and OCR in drawing up a memorandum for the DCI on what the Agency is producing from Russian scientific publications. On 29 November, Chief, FDD, briefed the DCI and the Deputies on the over-all picture of the exploitation of Soviet scientific publications in the US.

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6. A request for the conversion of a clerk typist position from FDD to [] was submitted for approval on 20 November.

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7. The Fire Marshall inspected [] during the month. On 13 November [] attended a Fire-Fighting Training Class.

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8. [] received an award for a meritorious suggestion concerning personnel action forms with reference to maternity leave.

9. Deputy Chief, FDD, spoke on FDD operations at Intelligence Orientation Course No. 15.

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10. Russian Familiarization Course III under [] with 22 students was held 6 to 27 November.

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A course in Conversational Russian with 35 students began on 12 November with [] as chief instructor.

Six persons completed an Advanced Scientific Russian Class taught by [] 25X1A

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11. On 11 November [] attended a demonstration by [] and associates of the code-matching technique of machine translation at Georgetown University.

OPERATIONS

1. The 88th meeting of the Subcommittee on Exploitation of Foreign Language Publications was held on 15 November and completed the review of the scientific and technical program. The next meeting is scheduled for 6 December.

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3. Reference to the CTS Index prevented 131 cases of duplication totaling 3,787 pages.

4. The first issues of two new scheduled FDD Summaries were published during the month: "Soviet Bloc IGY Information" (weekly) and "Eastern Europe Political Survey" (biweekly). The first issue of a sporadic FDD Translation, "Selected Eastern Europe Political Translation," appeared 14 November.

5. To increase the dissemination of the "Soviet Bloc IGY Information" report in the scientific community outside the IAC, arrangements were made through Liaison Division/OCR and Printing Services Division/OL to loan duplimat plates, exclusive of the CIA cover, to the National Science Foundation for reproduction as they may require.

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6. [] attended a meeting of federal government translators called by the Navy Department and attended by representatives of ten IAC and non-IAC agencies. Plans were discussed for mutual assistance by exchange of glossaries, seminars of translators in specific fields, and the establishment of a roster of government translators.

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8. Extra-CIA liaison during the month included supplying an Army transportation analyst with Yugoslav and Russian railroad material and providing AEC representatives with information on Soviet civilian use of radioactive isotopes.

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9. During the month, the Division furnished on-the-spot linguistic assistance in German, Rumanian, and Finnish and prepared a 44-page reverse translation from English to Spanish for the Clandestine Services. The final requested report on [redacted] using documents exploitation techniques was prepared for the Joint Chiefs of Staff.

10. Outstanding reports

FDD Summary 1548 -- Production of Coal in Yugoslavia (comprehensive report on post-World War II developments in this field)

FDD Summary 1518 -- Report on Labor in the USSR (1) (collation of information on vocational training; labor recruitment and migration; size of labor force; income, wages, working time; and labor management relations)

FDD Summary 1559 -- Weekly Information Report on Communist China (178) (raw material consumption in actual figures for production of key products such as cranes, machine tools, locomotives, steel, coal, paper. pp 1-6)

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[redacted]
J. J. BAGNALL

Enclosures: 2

1. Statistical Report on FDD Operations
2. Details of Personnel Actions